



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL
STATE OFFICE BUILDING – 10th FLOOR
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FY2021 TITLE II FORMULA BLOCK GRANT PROGRAM DELINQUENCY PREVENTION REQUEST FOR PROPOSALS

Eligible Applicants

Grantee eligibility: State and local units of government, and non-profit organizations that have experience in the outlined services and provide direct services for juvenile delinquency prevention programs in the community throughout the State of Delaware. Applicants are not eligible if they have previously received Title II funding for the same program.

Deadline

Completed applications must be **submitted into Egrants by March 10th, 2023 - no exceptions will be made.** Un-submitted applications will be automatically closed by the Egrants system by 11:59pm on 3/10/23.

Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Monica Celli or the Egrants Help Desk (cjcegrantssupport@delaware.gov).

Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly. All agency roles must be fulfilled by the applicant agency. **Registrations for new agencies and any new Egrants users for this funding announcement must be received by January 13th, 2022.**

Contact Information

If you have questions regarding this solicitation, please contact Monica Celli at (302) 577-5023 or monica.celli@delaware.gov

Released From: The Criminal Justice Council
Release Date: December 12, 2022

Overview:

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting [concept papers](#) for potential funding under the Federal Fiscal Year 2021 Title II Formula Block Grant. The United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) is charged with administering this Program, in conjunction with State agencies like the CJC. The Program is designed to provide funding to state and local units of government, non-profit organizations, and communities to plan, establish, operate, coordinate, and evaluate projects directly or through grants and contracts with agencies for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

This solicitation is specifically seeking new programs to provide delinquency prevention services. **The total amount of federal funding available through this competitive solicitation is: \$200,000.**

Applicant Program Requirements

Goal of the Solicitation: Juvenile Justice Advisory Group (JJAG) is seeking proposals that will support both State and local efforts to prevent or reduce the incidence of delinquent acts and are directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system.

Prevention vs. Intervention

The JJAG defines **prevention** activities as services for youth who have not come into contact with the juvenile justice system.

The JJAG defines **intervention** activities as services for youth who have come into contact with the juvenile justice system. Youth who have been arrested, under the custody of the Division of Youth Rehabilitative Services at the level of detention, incarceration, or probation would be the targeted population for intervention activities.

For the purpose of this project, prevention programs should demonstrate fidelity, to the best of the program's ability, to a promising practice or evidence-based model that will support a continuum of evidence-based or promising programs that are trauma informed, reflect the science of adolescent development, and are designed to meet the needs of at-risk youth. Programs should work with youth, their families, local public agencies, and community-based organizations, and consider contributing factors such as child abuse and neglect. Programs should be designed to reduce risks and develop competencies in at-risk juveniles that will prevent violent delinquent behavior. Risk factors include exposure to violence, low parental involvement, lack of involvement in activities, poor academic performance, adoption of norms that condone violence, and socially disorganized neighborhoods. Protective factors include academic achievement, non-violent problem-solving skills, connection to a positive adult, involvement in pro-social activities, adoption of norms that promote non-violence, and community cohesion. Funds will implement new or expand existing prevention programs

statewide and support hiring of staff, program operation costs, programmatic activities, and ancillary services.

Examples of prevention efforts include but are not limited to 1. educational programs or supportive services for at-risk youth that encourage them to remain in school and/or provide services to assist youth in making the transition to the world of work and self-sufficiency; 2. counseling, training, and mentoring programs that are designed to link at-risk juveniles, juveniles who have a parent or legal guardian who is or was incarcerated, juveniles residing in low-income and high-crime areas, and juveniles experiencing educational failure, with responsible individuals who are properly screened and trained; 3. programs designed to develop and implement projects relating to juvenile delinquency and learning disabilities, including on-the-job training programs to assist community services, law enforcement, and juvenile justice personnel to more effectively recognize and provide for learning disabled and other juveniles with disabilities; 4. projects designed both to deter involvement in illegal activities and to promote involvement in lawful activities on the part of gangs; 5. programs for positive youth development that assist delinquent and other at-risk youth in obtaining a sense of safety and structure, belonging and membership, self-worth and social contribution, independence and control over one's life, and a sense of closeness in interpersonal relationships; 6. community-based programs and services to work with juveniles, their parents, and other family members; 7. programs to assist families with limited English-speaking ability that help delinquent juveniles overcome language and other barriers that may prevent the complete treatment of such juveniles and the preservation of their families; 8. programs designed to prevent hate crimes committed by juveniles; 9. after-school programs that provide at-risk juveniles with a range of age-appropriate activities, including tutoring, mentoring, and other educational and enrichment activities; 10. programs that address the needs of girls at risk of entering the juvenile justice system.

Principles of Evidence Based Practices for Prevention Programs for Consideration

The JJAG promotes the incorporation of the principles of evidence-based practices into Prevention. Programs should incorporate aspects of the principles below, as appropriate:

The term “evidence-based” means a program or practice that is

- Demonstrated to be effective when implemented with fidelity;
- Is based on a clearly articulated and empirically supported theory;
- Has measurable outcomes relevant to prevention, including a detailed description of the outcomes produced in a particular population, whether urban or rural;
- And has been scientifically tested and proven effective through randomized control studies or comparison group studies and with the ability to replicate and scale.

The term “promising” means a program or practice that is demonstrated to be effective based on positive outcomes relevant to prevention from one or more objective, independent, and scientifically valid evaluations; and will be evaluated through a well-designed and rigorous study.

An eligible entity that receives a subgrant under this funding shall use the funds to implement a plan to carry out prevention services in a coordinated manner with other prevention programs or entities serving the community, which includes:

- 1) An analysis of the unmet needs of at-risk youth in the community which should include the existing available resources in the community and factors present in the community that may contribute to delinquency;
- 2) A comprehensive strategy to address the unmet needs;
- 3) A description of how prevention programs under the plan will be coordinated;
- 4) A description of the performance evaluation process of the delinquency prevention programs to be implemented under the plan, which shall include performance measures to assess efforts to address the unmet needs of youth in the community analyzed;
- 5) The evidence or promising evaluation on which such prevention programs are based; and
- 6) If such prevention programs are proven successful according to the performance evaluation process, a strategy to continue such programs after the subgrant period with non-Federal funds, including a description of how any estimated savings or efficiencies created by the implementation of the plan may be used to continue such programs.

Allowable Uses for Award Funds and Program Parameters:

The Juvenile Justice Advisory Group has decided to focus on programs that address Program Area (9), Delinquency Prevention. Grants and subgrants supported through this Program **must** meet the following standard purpose areas:

Delinquency Prevention, Purpose Area (9)

Programs to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related, or substance abuse activities undertaken as part of program areas 12 and 32.

This solicitation is for potential applicants to provide direct services and programming for youth who are at-risk for juvenile delinquency but have not yet entered the Juvenile Justice System. Funds will be subgranted for community-based services. **The goal of the project is to establish or support existing delinquency prevention program(s) in New Castle, Kent, and Sussex Counties and the City of Wilmington that will serve youth between the ages of 0-18 in order to reduce the overall arrests statewide.**

- **Target needs that affect juvenile delinquency and range of services** – this includes but is not limited to child and adolescent health and mental health services; targeted gang prevention, intervention and exit services; recreation services; leadership and youth development activities; the teaching that individuals are and should be held accountable for their actions; assistance in the development of job training skills; youth mentoring programs; after-school programs; early childhood development services; voluntary home visiting

programs; nurse-family partnership programs; parenting skills training; child abuse prevention programs; family stabilization programs; child welfare services; family violence intervention programs; adoption assistance programs; emergency, transitional and permanent housing assistance; job placement and retention training; summer jobs programs; alternative school resources for youth who have dropped out of school or demonstrate chronic truancy; conflict resolution skill training; restorative justice programs; mentoring programs; and training and education programs for pregnant teens and teen parents.

- **Direct services** – funds should be allocated to provide a tangible need or service directly to an individual. It is strongly encouraged that programs take a focused approach to a particular set of needs or services rather than attempting to fulfill every client need in one program. Additional needs that may fall outside of an agency's specialty should be accessed through referrals and leveraged resources. Agencies may also choose to collaborate and submit proposals that connect to provide an array of services. Details on such cross collaborations should be explained in the proposal narrative. It is advised that programs maintain manageable caseloads. Both costs and quality of services offered to clients will be reviewed.
- Applicants may use funds to establish, enhance, expand and/or redesign existing or new programs. The Office of Justice Programs website <http://www.crimesolutions.gov/> is one helpful resource that applicants may use to find information about evidence-based programs in criminal justice.

Funding Provisions: The selected provider will perform the following:

- a. Directly provide prevention services for youth at-risk of juvenile delinquency. Services should align with some or all relevant aspects of the principles of evidence-based programming.
 - a. Please provide an estimate for the amount of youth to be served and the cost associated with this program.
 - b. Include a detailed plan for the assumption of costs by the local community at the termination of CJC funding.
- b. Accommodate provision of services to clients during hours that meet client needs, which will include some evening and weekend hours to facilitate activities such as client transportation and field-based case management activities.
- c. Demonstrate fidelity to the best of the program's ability to a promising practice or evidence-based model.
- d. Provide documentation on direct service (face to face contact or virtual) and indirect service (administrative) hours for any prevention services.
 - a. All programs are required to track participants for recidivism during implementation and for a minimum of one year following the completion of the program.

- b. Include job descriptions for project personnel and a training plan for said employees.
- e. Comply with CJC reporting requirements:
 - i. Quarterly reports: Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:
 - Quarter ending March 31 – Reports are due April 20
 - Quarter ending June 30 – Reports are due July 20
 - Quarter ending September 30 – Reports are due October 20
 - Quarter ending December 31 - Reports are due January 20
 - ii. In addition to the CJC Quarterly Reports, Title II Formula Grant Program Subgrantees are required to submit quarterly demographic data and quarterly data documenting progress towards federal performance measures (PMTs). CJC staff will provide more information for programs selected for subgrant awards.
 - iii. If funded, applicants may be required to develop an operation manual that can be made available to other jurisdictions interested in replicating the program.
 - iv. If funded and selected by the Juvenile Justice Advisory Group for in-depth evaluation, applicants are required to comply with the evaluation design and collect required data.

Target Population:

The target population for this program is youth who are at-risk for juvenile delinquency but have not yet entered the Juvenile Justice System.

Priority Funding:

Priority will be given to prevention programs that implement violence prevention services to youth.

Eligible Applicants:

Eligibility is limited to units of state and local government and non-profit organizations. Non-profits must identify 501 C-3 status. No funding will be provided to individuals or agencies that have not yet achieved non-profit status.

CJC's Electronic Grants Management System

The CJC launched an online Grants Management System (“*Egrants*”) in 2014. The “*FFY2021 Title II Formula Grant Program, Delinquency Prevention*” competitive application will follow an electronic submission and review process. Completed **applications must be submitted into Egrants**. Any programs that are approved for funding will notified and invited to submit an application in the Egrants System for award and reporting purposes.

Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact the Egrants Help Desk (cjcegrantssupport@delaware.gov).

Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly. All agency roles must be fulfilled by the applicant agency. Registrations for new agencies and any new Egrants users for this funding announcement must be received by January 13th, 2022.

The CJC is responsible for ensuring our subgrantees are abiding by financial management guidelines as determined by the US Department of Justice, Office of Justice Programs, and Office of the Chief Financial Officer. The “Separation of Duties” is expected of our subgrantees as a method of preventing grant fraud, waste, and abuse. Separation of Duties is a key internal control concept that establishes procedures for certain types of transactions and reporting. **No one person is able to do both fiscal reporting and program reporting. You must register two individuals per agency – one for the programmatic sections and one different individual for the fiscal section input. One individual must be named the FINANCIAL CREATOR and one individual must be the PROGRAM CREATOR. Someone from the agency must also have approval for the SUBMISSION role in Egrants.** A description of all Egrants user roles can be found at: https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/SecurityRolesQuickStartGuide_rev-min.pdf

Application Submission:

Applications must be submitted in the Criminal Justice Council Egrants system under the **FFY 2021 Title II Formula Block Grant** funding announcement.

AVAILABLE AMOUNT:

Under the FFY2021 Title II Formula Grant Program solicitation, the **amount requested may be less than, but cannot exceed \$200,000. The JJAG intends to fund multiple programs.** Programs that are selected for funding may be eligible to receive continued funding for up to two more years pending availability of federal funds.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

Match Amount:

There is no match requirement.

Grant Period:

For the purpose of this solicitation, the Delaware Criminal Justice Council will be selecting appropriate programs for **one-time** funding. Proposals should be based on an anticipated start date of **5/1/2023** and a current project end date of **4/30/2024**. Programs that are selected for funding may be eligible to receive continued funding for up to two more years pending availability of

federal funds. Proposals should be based on a 12-month project period; applicants should be prepared for a start date of May 1, 2023.

Financial Management and System of Internal Controls

Award subrecipients must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the award that provides reasonable assurance that the subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient’s compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Supplanting

Program Funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose. Grant funds are to be used to **enhance or expand** services to individuals, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. Grant funds must **add to**, not replace, what already exists. In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, grant funds could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

System for Award Management (SAM): All potential subgrant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants’

responsibility to provide the CJC the status of SAM registration (active, inactive, pending).

[SAM.gov | Home](#)

For help with SAM - [GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal](#)

Unique Entity Identifier

On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in SAM.gov. They no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

The process to get a Unique Entity ID to do business with the government changed. With the transition, we are made it easier to get a Unique Entity ID by streamlining the request and ongoing management process. You go to a single place, SAM.gov, to:

- Get your Unique Entity ID and register your entity to do business with the U.S. government.
- Make any updates to your legal business name and physical address associated with the Unique Entity ID.
- Find customer support at a single helpdesk for all Unique Entity ID and entity registration issues.

Additional information can be found at : [Unique Entity Identifier Update | GSA](#)

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award. There is no cost to register.

Non-Profit Organization (NPO) Status Certification: All potential subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization. Applicants can submit a copy of the agency's 501(c)(3) designation letter; or a copy of the agency's certificate of incorporation that substantiates its non-profit status.

If selected to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements and audit.

Required Format:

Complete each of the sections in the Criminal Justice Council application utilizing the CJC Egrants System. **It is the responsibility of the applicant to ensure that the application proposal is complete and submitted properly.**

Project Concept Narrative Component Requirements:

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address gun violence prevention. Describe how the applicant meets the requirements including

program parameters and allowable use of funds. **Section must be completed by the PROGRAM CREATOR.**

2. **Project Narrative:** This application is an opportunity to justify your project and the need for funding. The need justification has a separate section, but this section will most likely duplicate some of that information. **Section must be completed by the PROGRAM CREATOR.** Within the Egrants Project Narrative Section, please address the following:

The Problem: In this response, describe and define the problem which this project intends to address. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it aims to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

- a. Include a sound problem statement using statistical evidence and local data gathered regarding the specific service to be provided. Describe the gap in service the proposal seeks to address.
- b. Provide evidence of expertise knowledge and/or experience in providing violence prevention services in the community.

Goal Statement and Measurable Objectives: This response should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem so that the project can be evaluated in terms of its ability to resolve the problem identified. A program goal is the end that you want to achieve through the funded project. Clearly state the primary prevention services the project will provide. Provide a goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. Include the referral process for receiving clients (implementation section) and definition of successful program completion (impact section). Include established relationship with collaborative partners, especially any new partners (implementation section).

- a. Please provide the implementation objectives for this project. Implementation objectives define your targets for implementing the program. Describe items needed such as personal and/or equipment to begin program operation and a timeline for obtaining such items.
- b. Performance objectives indicate activities necessary to achieve the goals of the program. Describe the action steps you will need to take to obtain your goal. These objectives should include monthly activities in measurable terms and number of expected individuals to be served.

c. Impact objectives demonstrate the achievement of the goal of the project or program. What will be accomplished at the end? What difference will be made? In other words, what impact will your project make on the targeted population/community? Define successful program completion and target number for services.

Methods and Procedures: This response should address the impact of the program by quantifying the results.

- a. Clear methods and procedures for the implementation of the project.
- b. How data/information will be collected for reporting purposes.
- c. Ability to track program participants including collecting demographic data such as gender, age, race, etc.

Evaluation Design: This response should describe the specific plans and activities which will be pursued to measure progress toward, and achievement of the goal statement(s) and objectives identified. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups. A description of how the evaluation strategy assesses all program requirements and the impact of the project.

Continuation: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds. Include a sustainability plan regarding the future of the program once federal funding is no longer available.

Is this application for CJC funding for a Continuation Grant? **Mark no and skip the section.**

Past Progress Report: The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

3. **Budget:** Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget. Projects should budget for implementation (allocate time for hiring, etc.).
 - a. **Budget Detail section must be completed by the FINANCIAL CREATOR.**
 - i. Show all detailed computations for every cost listed in the budget

b. Budget Narrative section must be completed by the PROGRAM CREATOR.

- i. Describes how costs were determined- Include explanations and justifications for each line item in the budget detail
- ii. Answers: “Why is this item in the budget?”
 1. **Purpose**/need for funding
 2. **Services**/items funding provided
 3. **Basis** of cost
- iii. Justifies and contextualizes the need for all expenses
- iv. Be brief, only a few sentences per item

4. Main Summary: Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines. **Section must be completed by the PROGRAM CREATOR.**

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Threshold Requirements:

- ✓ Applicant agency must be a registered agency with the Criminal Justice Council’s EGrants Management System (“Egrants”). The “Agency Registration Request Form” may be found on the Egrants Help page: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Project Director and Fiscal Officer must be approved users in Egrants. Individuals’ Security Roles are determined by their agency/department. The “New User Security Role Request Form” must be completed, and online user created at the time this application is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Digital Completion of the Criminal Justice Council’s **FFY2021 Title II Formula Block Grant** Egrants application.
- ✓ Applicants/program must have a demonstrated a record of effective direct services.
- ✓ Demonstrated ability to receive referrals to establish a client base.
- ✓ **Clearly** identify the primary services the program will provide.

- ✓ Response to the CJC's "*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*" An updated survey must be on file with the CJC. This may be competed post award.
- ✓ A copy of applicant's the most recent fiscal year audit report must be on file with the Criminal Justice Council. This may be competed post award.
- ✓ UEI # Provided
- ✓ SAM Registry Status Provided
- ✓ Certification of the organization's Non-Profit Status (when appropriate)
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Scoring:

Projects/applications that meet the above-referenced eligibility requirements and minimum thresholds will be assessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

♦ (0-15 points) Project Summary

Briefly describe the problem, the goal, the approach and the results or benefits expected from this project.

♦ (0-65 points) Project Narrative

- *Problem Statement (0-20 points) Description of problem; use of research-based literature; and relevant statistics; detailed nature of services (how, what and where services will be offered)*
- *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
- *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly and annual reporting.*
- *Evaluation (0-5 points) Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*
- *Sustainability (0-5 points) Describe the agency's efforts to continue the project's goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*

♦ (0-10 points) Budget

- *Budget Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*

- *Budget Narrative (0-5 points) Does the budget narrative explain why costs are necessary to the program and how costs were determined?*

♦ **(0-10 Points) Main Summary**

- *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey (<https://cjc.delaware.gov/wp-content/uploads/sites/61/2018/07/DeclarationSurveyForm.docx>)*

Process and Funding

The Juvenile Justice Advisory Group (JJAG), with the assistance of CJC Staff, will review all applications submitted by the due date. The review committee's recommendations will be forwarded to the Criminal Justice Council Board. The CJC & JJAG seek to make final recommendations by mid-April with project start dates of May 1, 2023. Approved programs will be notified shortly after CJC Board approval.

Please do not upload letters of support, brochures, or other documents. Only letters verifying that the collaborating agency has agreed to cooperate, and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

The funds are made available under the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention Title II Formula Block Grant Program. Please see the State of Delaware Public Meeting calendar, for other important dates <http://egov.delaware.gov/pmc/>

Questions to Ask as You Launch Your Program:

- Who are you targeting for your program? (Refer to requirements for target population and entry criteria)
- Do the risk and needs of your target population match the services and supports you are proposing to fund through your grant application?
- Which evidence-based practices will you incorporate into your program model? How will you ensure fidelity to those practices?
- What is the supervisory structure for your staffing model?
- How will you involve the client in determining his/her needs for services and interventions recommendations developed?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How will you collect case level data to comply with the reporting requirements?

Completed applications must be **submitted into Egrants by March 10th, 2023 - no exceptions will be made.** Un-submitted applications will be automatically closed by the Egrants system by 11:59pm on 3/10/23.

**Monica Celli
Criminal Justice Council
820 N. French Street,
Carvel State Building, 10th Floor,
Wilmington, Delaware 19801.**

If you have questions, please contact Monica Celli at (302) 577-5023 or
monica.celli@delaware.gov